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### CENTRAL CIRCULATION BOOKSTACKS

The person charging this material is responsible for its renewal or its return to the library from which it was borrowed on or before the **Latest Date** stamped below. **You may be charged a minimum fee of \$75.00 for each lost book.**

Theft, mutilation, and underlining of books are reasons for disciplinary action and may result in dismissal from the University.

TO RENEW CALL TELEPHONE CENTER, 333-8400

UNIVERSITY OF ILLINOIS LIBRARY AT URBANA-CHAMPAIGN

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When renewing by phone, write new due date below previous due date.

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# LIBRARY WORK AS ORGANIZED AT THE UNIVERSITY OF ILLINOIS

(Prepared for students in the University  
of Illinois Library School, 1942-43)

## I

### Allocation of funds for library additions

1. Director of Library and Assistant University Librarian (Acquisitions)
  - (1) Letter each year to Heads of Departments, etc.
  - (2) Acknowledgement of replies
  - (3) Analysis of budget requests and preparation of Director's recommendations
2. Senate Library Committee
  - (1) Discussion of Director's recommendations and allocation of funds
  - (2) Advises Director when called upon

### Policies

- a. Keep departmental allocations small enough so they can safely remain the same from year to year
- b. Relieve departmental allocations of burden for all subscriptions to periodicals (after first three years)
- c. Make generous provision elsewhere in the budget for books of interest to more than one department, for works of reference, for expensive sets, films and photostats
- d. Make special provision elsewhere in the budget for material needed in connection with research which would otherwise place an especially heavy demand on a book fund of a given department
- e. Use the assignment of funds by the Graduate School as indicative of importance of faculty research
- f. Provide for purchase on departmental equipment funds of material needed for office or laboratory use

### Book selection

1. By members of the University faculty
  - (1) By library committee of a department
  - (2) By members of department
  - (3) By individuals whose interests cut across departmental lines
2. By members of the Library staff
  - (1) Assistant University Librarian (Acquisitions) (and members of her department)
  - (2) College and departmental librarians and others in charge of special collections
  - (3) Reference librarians
  - (4) Members of the Catalog Department
  - (5) Others on occasion





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## Policies

- a. Rely heavily on the faculty to build the book collection in subject fields: "follow the interests of scholars and scholars will, in time, build strong collections."
- b. Rely on the college departmental librarians to help them and to take as much initiative as they are qualified to assume
- c. Rely on staff to develop reference collection, bibliographical collection and otherwise round out the collection

## Authorization of purchase

1. Routine authorization
  - (1) All ordinary faculty recommendations covered by allocations
  - (2) Similar recommendations made by college and departmental librarians
  - (3) Recommendations which fall in established fields of interest made by others of established reputation
2. Various special requests authorized by Assistant University Librarian in direct charge of acquisitions
3. Others are referred to Director

## Policies

- a. Generous delegation of authority and responsibility to Assistant University Librarian (Acquisitions) for authorizing purchases
- b. Provision for reporting on the way these duties are performed
  - (a) All bills sent to Director's office for inspection (Signature delegated to Assistant University Librarian (Acquisitions))
  - (b) Annual reports
- c. Recommendations which are quite expensive or which raise special problems are referred to the Director, but the Assistant University Librarian (Acquisitions), guided by general directions, is encouraged to use independent judgment
- d. All purchases of \$1000 or more are authorized by the Trustees on recommendation of Assistant University Librarian (Acquisitions), Director of Libraries, and the President

## Searching of titles

1. Searching records to determine whether the item is in the collection or is being added to the collection
2. Verification, completion, or correction of bibliographical information; re-checking records when necessary





3. Cards placed in basket at Acquisition Librarian's desk for final approval
4. Requests for books already in library referred back to source for further information

#### Records

- a. Card catalog
- b. Current receipts
- c. Outstanding orders
- d. Purchase continuations
- e. Exchange continuations
- f. Periodical order file
- g. Periodical checking file
- h. 17th century collection
- i. Checklists of special types of materials, as legislative journals, etc.

#### Preparation of orders

1. Decision as to where the order is to be placed
2. Assembling of an order for "regular" books (periodicals, continuations, rush books, and second-hand orders receive special treatment)
  - (1) Cards representing approved requests accumulate in basket
  - (2) Cards arranged by fund
  - (3) Turned over to typist
3. Order is typed, signed, mailed; cards and duplicates of orders are filed
4. Shipping instructions

#### The handling of book shipments: from the common carrier to the Catalog Department

1. The Shipping Department routine (Mr. Wharmby)
2. Opening the package and shelving
3. Progress of the book to the Catalog Department
  - (1) Inspection of book
  - (2) Approval of bill and notation in book and on order card
  - (3) Indication, by location slips, of destination
  - (4) Sending book to Catalog Department

1. The first part of the paper is devoted to the study of the properties of the function  $f(x)$  defined by the equation  $f(x) = \sum_{n=0}^{\infty} a_n x^n$ , where  $a_n$  are the coefficients of the power series.

2. In the second part, we consider the case where the function  $f(x)$  is analytic in the unit disk  $|x| < 1$ . We show that the function  $f(x)$  is analytic in the unit disk if and only if the coefficients  $a_n$  satisfy the condition  $\sum_{n=0}^{\infty} |a_n| < \infty$ .

3. In the third part, we consider the case where the function  $f(x)$  is analytic in the unit disk  $|x| < 1$  and the coefficients  $a_n$  satisfy the condition  $\sum_{n=0}^{\infty} |a_n| < \infty$ . We show that the function  $f(x)$  is analytic in the unit disk if and only if the coefficients  $a_n$  satisfy the condition  $\sum_{n=0}^{\infty} |a_n| < \infty$ .

4. In the fourth part, we consider the case where the function  $f(x)$  is analytic in the unit disk  $|x| < 1$  and the coefficients  $a_n$  satisfy the condition  $\sum_{n=0}^{\infty} |a_n| < \infty$ . We show that the function  $f(x)$  is analytic in the unit disk if and only if the coefficients  $a_n$  satisfy the condition  $\sum_{n=0}^{\infty} |a_n| < \infty$ .

5. In the fifth part, we consider the case where the function  $f(x)$  is analytic in the unit disk  $|x| < 1$  and the coefficients  $a_n$  satisfy the condition  $\sum_{n=0}^{\infty} |a_n| < \infty$ . We show that the function  $f(x)$  is analytic in the unit disk if and only if the coefficients  $a_n$  satisfy the condition  $\sum_{n=0}^{\infty} |a_n| < \infty$ .

## Completion of the financial transaction and handling of records

1. Record of orders sent to dealers (pink sheets)
2. Posted fund file: record of what books have been received (blue sheets), date billed and actual cost (corrected estimate)
3. Posted appropriation ledger
  - (1) Record by fund of how much money is spent or encumbered
  - (2) Record by fund of how much money remains unencumbered

## II

### Source of periodicals

1. Purchase
2. Exchange
3. Gift

### Selection of periodicals

1. By faculty
2. By staff

### Authorization of purchase. (Same as books)

### Searching of titles

1. Searching records to determine whether title is in the collection or is being added to the collection
2. Verification, completion, or correction of bibliographical information; re-checking records when necessary
3. Cards placed on desk of stenographer for preparing order for subscription
4. Requests for titles already in library referred to Acquisition Librarian

### Preparation of orders for new subscriptions

1. Decision as to where order is to be placed
2. Order is typed, signed, mailed; cards and duplicates of orders are filed
3. Mailing instructions: addresses to which periodicals are to be sent
  - (1) Periodical Division
  - (2) Agriculture Library
  - (3) Journalism Library
  - (4) Law Library
  - (5) University High School Library
  - (6) Office requesting if ordered on requisition
4. Temporary entry slip made out and placed in appropriate checking file

The first of these is the fact that the  
 system is not a simple one, and that  
 the results are not always the same.  
 The second is that the system is not  
 a simple one, and that the results are  
 not always the same.

The third is that the system is not  
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The fourth is that the system is not  
 a simple one, and that the results are  
 not always the same.

The fifth is that the system is not  
 a simple one, and that the results are  
 not always the same.

#### Preparation of subscription renewals

1. Cards for subscriptions expiring at end of year assembled by agent
2. Orders are typed, signed and mailed; cards and duplicates of orders are filed

#### Checking of bills

1. Bills arrive in mail
2. Bills for new subscriptions held until first issue arrives; cost and date entered on order cards; bills sent to bookkeeper
3. Bills for renewals checked against order cards; cost and date entered on cards; bills sent to bookkeeper

#### Gift and Exchanges (for publications with periodical frequency)

1. Initiation of exchanges and gifts arranged by Exchange Librarian
2. Receipt of temporary checking slip from Exchange Division
3. First number checked; Exchange Librarian notified

#### The receiving, opening and distributing of the mail

1. All first class mail for main library building, and all 2d and 3d class mail for libraries of Urbana departments placed on mail table
2. First class mail arrives twice each day
  - (1) Sorted by destination
  - (2) Missent mail returned to Post Office
  - (3) Delivered by mail boy
3. Other mail arrives twice each day
  - (1) Sorted by destination; pieces to be checked by Periodical Division kept here to be opened; other pieces sent to individuals or offices as addressed
  - (2) Mail opened and distributed to appropriate checking desks
    - a. Daily and weekly magazines, and newspapers file (for departmental libraries and reading rooms)
    - b. Newspapers (general). Sent direct to Newspaper Room without being checked
    - c. U. S. documents file
    - d. State documents file
    - e. Agricultural experiment station and extension service publications file
    - f. General periodicals file

#### Checking of current periodicals (Applies to all files in Periodical Division)

1. Pieces recorded on checking cards. First number of new subscription sent to Catalog Department
2. Call number marked on piece if it is to be sent direct to location
3. Location marked on piece if other than stacks







4. Indexes recorded and sent to Binding Department
5. Checking cards placed at right side of file if material is complete, and at left side if incomplete; cards at left side are examined periodically for claiming; all cards examined at regular intervals

#### Distribution

1. Pieces are stamped with library date stamp
2. Sorted by destination
  - (1) For stacks
  - (2) Departmental libraries and reading rooms
  - (3) Catalog Department
3. Sending to destination
  - (1) Stacks material taken by assistant from Loan Department
  - (2) Material for departmental libraries and reading rooms taken by Shipping Department
  - (3) Material for Catalog Department taken by mail boy

### III

#### Gift and Exchange Division

##### Sources of material

1. Exchange
2. Gift

##### Exchange

##### Arrangement of exchanges initiated by:

1. Requests from other libraries and institutions
2. Members of U. of I. faculty
3. Exchange Division or other departments of library, through announcements, bibliographies, etc.

##### Procedure in arranging exchanges

1. Searching records to determine whether library is receiving any material from institutions with which exchange is to be arranged
2. Determining value of material to be requested
3. Decision as to U. of I. publications to be offered in exchange
4. Writing letter offering exchange

##### Preparation of exchange records when exchange has been accepted

1. Exchange card
2. Mailing card
3. Record card (for annual report)
4. Correspondence folder

Requests for material not available by exchange referred to Purchase Division



## Gifts

1. Depository copies of U.S. documents
2. Depository copies of Illinois state documents
3. Books, pamphlets, etc. from individuals and organizations

## Handling of incoming gift and exchange material upon arrival in Exchange Division

1. Mail and express packages opened by Exchange Division stenographer often Assistant in Charge has looked over receipts
2. Publications sorted into three groups
  - a. U.S. federal and state documents
  - b. Continuations, including college catalogs
  - c. Separates
3. All continuations are stamped by student assistant with library date stamp
4. Continuations delivered to Documents Assistant and Continuations Assistant for shelving

## Checking of gift and exchange continuations (Applies to federal, state and general)

1. Items recorded on checking cards by volume and year, with date of receipt
2. Notation of date of receipt, source (gift or exchange) volume and year, cont. (continuation) and initials of person responsible made on first recto after title-page
3. Call number entered in pencil on same page and in ink on cover of unbound continuations
4. Location slips placed in publications sent to locations other than main stacks
5. Checking cards are arranged by classification number and pieces added to official and public shelf records (except bound volumes which are sent to Catalog Department for labelling and adding to official shelf record)
6. Checking cards are arranged alphabetically and pieces added to catalog records
7. Claims are made for missing numbers needed to complete files before checking cards are returned to file. Claim date is pencilled on checking card

## Distribution

1. Publications sorted by destination
  - (1) For stacks
  - (2) For departmental libraries and reading rooms
  - (3) For Catalog Department
2. Sending to destination
  - (1) Material for stacks taken by Loan Department assistant
  - (2) Material for departmental libraries and reading rooms taken by Shipping Department
  - (3) Material for Catalog Department taken by continuation assistants





Checking of gift and exchange separates (Applies to federal, state and general)

1. P-slip record of gifts received is kept for noting in annual report
2. Date and source of gift entered in each piece upon receipt
3. Separates are sorted into 1st class (fully cataloged) and 2nd class (partially cataloged)
4. Titles about which there is doubt are referred to Catalog Librarian for decision

Treatment of first class separates

1. Searching records to determine whether items are in collection or are being added to collection
  - a. Card catalog
  - b. Current receipts
  - c. Outstanding orders
2. If item is a first copy, current receipts card giving author, title, place and date in catalog form is typed and placed in book
3. If item is an added copy, a slip giving call number is placed in book
4. First class separates are taken to accessions desk in Catalog Department

Treatment of second class separates

1. Publications are sorted by subject and placed in boxes on Exchange Division shelves
2. Material is stamped, counted and taken to Catalog Department closed stacks
3. Number of pieces is recorded on monthly statistics sheet

Treatment of theses

1. All theses stamped and recorded in thesis record book
2. Domestic thesis treated as first class separates (except reprints and abstracts)
3. Reprints and abstracts shelved in domestic thesis reprint collection in Exchange Division closed stacks
4. Foreign theses sorted by Acquisitions Librarian who lays aside for cataloging all classics and mathematics theses and those in fields where books are being purchased for research
5. All foreign theses not cataloged are filed in foreign thesis file in Exchange Division closed stacks

Treatment of maps

Maps are stamped, counted and taken to map room.

Handling of outgoing U. of I. publications to other libraries and institutions on exchange basis

1. Publications available for exchange
  - a. Agricultural experiment station
  - Engineering experiment station





- Bureau of business research
- Comptroller's office
- High School Visitors office
- Registrar's office
- Board of trustees
- University press
- b. Illinois state geological survey
- Illinois state natural history survey
- Illinois state water survey
- c. Ph.D. thesis abstracts
- d. Illinois bar journal
- 2. Experiment station publications and Illinois bar journal mailed from issuing offices
- 3. Geological Survey and University Press publications mailed to domestic addresses by those offices. Publications for foreign addresses sent to Exchange Division for shipping to Smithsonian Institution for transmission through International Exchange Service
- 4. Title of each new U. of I. publication issued is added to proper list in Exchange correspondence file
- 5. Sending publications to exchange mailing lists
  - (1) Cards for mailing list and envelopes given to typist who types envelopes from addresses on cards
  - (2) Envelopes filled, stamped with return address by student assistant
  - (3) Number of publications sent and date stamped on mailing cards before returning to file
  - (4) Envelopes delivered to Shipping Department for mailing or shipping to Smithsonian Institution

Exchange of duplicate material

- 1. Material available
  - a. Duplicates of general separates and continuations are listed for exchange
  - b. Duplicate college catalogs are boxed
  - c. Duplicate U.S. and Illinois documents kept in stockrooms and sent out occasionally on special request
  - d. Duplicate documents of other states may be listed after careful checking and consideration of library's future needs
  - e. U. of I. publications not needed for library's files or to fill mailing lists kept in stockrooms and sent out by exchange on request
- 2. Procedure
  - (1) Outgoing material
    - a. Duplicate lists typed and sent to other libraries for checking
    - b. Where lists are returned desired items are sent to Shipping Department to be sent collect
    - c. Numbers of bound and unbound volumes and pamphlets requested by library recorded on form clipped to exchange card for the library
  - (2) Incoming material
    - a. Duplicate lists from other libraries are checked against library's records for more important items

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- b. Periodical duplicate lists checked against replacement cards in Outstanding Orders file
  - c. Lists returned, with from letter explaining checking symbols
  - d. Items are received collect, counted and recorded on form clipped to exchange card of library sending duplicates
  - e. Date of receipt and source noted in duplicate items
- (3) Statistics of duplicates sent and received recorded for annual report



BINDING DEPARTMENT

Funds for binding:

1. Assigned from library additions each year by Senate Library Committee on recommendations from the Director, Assistant University Librarian: Acquisitions, and Binding Librarian.
2. Divided into following:
  - a. Binding Departmental -- including all regular purchased periodical binding.
  - b. General -- including gifts and exchange material
  - c. Rebinds -- including books and periodicals
  - d. Departmental -- including books bought unbound for departments and new periodicals for first three years
  - e. Departmental equipment -- including special books or periodicals to be used in the department as equipment, bound by requisition on department funds

General policies:

To consider the binding needs of all departments of the library and to maintain a fair balance between them

To preserve, by binding or mending, all printed or manuscript material for all departments of the University and the Library

- a. To prepare for shipment to bindery, unbound volumes of serials and those books, or separates, which are worth preservation of rebinding
- b. To mend torn and frail pages, plates, maps, etc.
- c. To repair bindings on volumes which do not require rebinding
- d. To rebind volumes which are out of print but too worn to warrant the cost of rebinding at the bindery.
- e. To insert in pressboard binders, paper bound pamphlets from all departments of the Library

To complete, or attempt to complete, through bibliographical research and the placing of orders, incomplete volumes of serials received from departmental libraries

Sources of material for binding:

Departmental libraries  
Catalog Department  
Acquisition Department  
Loan Department  
Book stacks  
Miscellaneous



1. *Chlorophyll a* (Chl *a*)

1. The first of these is the fact that the system is not a simple one. It is a complex system, and the behavior of the system is not linear. The system is a complex system, and the behavior of the system is not linear.

*[Faint handwritten notes at the bottom of the page]*

**Abstract**

*Journal of Management Education* 30(6)p.789-804



### Preparation of continuations (simplified routine)

- A. Complete volumes previously bound
  - 1. All volumes examined for completeness
  - 2. Arranged in proper binding order
  - 3. Charged to Binding Department at Loan Desk
  - 4. Entered on binding records
  - 5. Binder's instruction slip written for each volume and placed in volume.
  - 6. Volume revised for correctness and placed on packing shelves
- B. Complete volumes not previously bound
  - 1. Search library records for information as to official entry; i.e. official shelf list, acquisition records, etc.
  - 2. Type new binding record card, making decision as to color, material and lettering to be used on bound volume
  - 3. Proceed with steps 1-6 under A.
- C. Incomplete volumes
  - 1. Consult acquisition records to determine whether or not missing numbers were ever received
  - 2. If missing numbers were never received, ask Acquisition Department, i.e. Periodical Division or Exchange Division, to claim
  - 3. If missing numbers were received but are lost:
    - a. Write to publisher for domestic continuation
    - b. Place order with Acquisition Department for foreign continuation
  - 4. Notify departmental library that volume is incomplete and order has been placed
  - 5. Hold volumes in closed stacks until missing numbers have been supplied
  - 6. In the case of difficult foreign continuations and unusual publications, it is often necessary to consult bibliographical aids for information not found in library records.

### Preparation of books or separates

- A. Examine each volume to determine:
  - 1. Completeness
    - a. If incomplete, and value or use of books warrants, photostat copies of missing pages should be ordered
  - 2. Whether it is worth binding
  - 3. Whether it is worth mending
  - 4. Whether it should be discarded
- B. Charge to Binding Department at Loan Desk
- C. Type binding record card
- D. Write binder's instruction slip for each volume and place in volume
- E. Volume is revised for correctness and placed on packing shelves

### Policies:

- 1. Bind only complete material.
- 2. Complete as far as possible all incomplete periodicals and books
- 3. Consider best methods for binding or preserving library materials
- 4. Keep binding moving in regular order as rapidly as possible



Preparation of binding schedule:

- A. Separate cards in Binding Letter into four groups; Binding Departmental; General; Rebinding; Departmental, separated into various departments
- B. Consult records of Periodical Division for all titles about which there is any question of fund
- C. Give cards to typist to type binding schedule to be sent to binder with each shipment

Shipments of binding.

- A. From library to binder
  1. Material as revised placed on shelves marked "Shipping."
  2. Collected daily by Shipping Department and packed in boxes provided by binder. (For routine, see Mr. Wharmby)
  3. Shipped to binder about every four weeks in truck especially contracted for by binder
- B. From binder to library
  1. Shipped regularly every four weeks in truck especially contracted for by binder
  2. Boxes unpacked by Shipping Department
  3. Books placed on shelves in Room 124

Bound volumes returned from bindery

- A. Arrange books on shelves in order of entry on bills.
- B. Examine each volume for correctness of lettering and binding techniques
- C. Entry price and date returned on binding record card
- D. Insert location slip in each volume to be sent to a departmental library
- E. Send books to Accessions Division for labelling, entry on official shelf list, etc.

Distribution of material bound is handled through Accessions Division

Bills and charges

- A. Based on prearranged schedules of prices between binder and library
- B. Determined by:
  1. Kind of binding
  2. Size of volume
  3. Amount of extra work; i.e., mending, plates, hinges, maps, etc.
- C. Invoices received from binder checked with each volume and binder's instruction slip
- D. If correct, bills are O.K.'ed and sent to Acquisitions Department for payment
- E. If incorrect, necessary additions, deductions or corrections are made on bills, and then they are sent to Acquisition Department
- F. Letter of explanation concerning changes on bills is sent to binder
- G. Volumes incorrectly marked are returned to binder for free correction



1. The American Medical Association is a non-profit corporation organized for the purpose of promoting the interests of the medical profession and the public health.
2. The Association is organized into a national body and into state and local branches.
3. The Association is organized into a national body and into state and local branches.
4. The Association is organized into a national body and into state and local branches.

ARTICLE II

1. The Association shall have the right to make and alter its constitution and bylaws.
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ARTICLE III

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ARTICLE IV

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ARTICLE V

ARTICLE VI

1. The Association shall have the right to make and alter its constitution and bylaws.
2. The Association shall have the right to make and alter its constitution and bylaws.
3. The Association shall have the right to make and alter its constitution and bylaws.
4. The Association shall have the right to make and alter its constitution and bylaws.

Policies:

- A. Shipments carefully packed; must be ready for binder's truck at times designated
- B. Binder must return all books wrapped and in perfect condition, and in four weeks of receipt
- C. Care exercised in examination and inspection of all binding by assistants
- D. Provisions of specifications adhered to
- E. Special attention given to all rush material
- F. General aim to expedite passage of material through department as rapidly as possible

Mending Division

Functions:

- A. To mend torn and frail pages, plates, maps, etc.
- B. To repair bindings on volumes which do not require rebinding
- C. To rebind volumes which are out-of-print but too worn to worn to warrant the cost of rebinding at the bindery
- D. To insert in pressboard binders, paper bound pamphlets from all departments of the Library
- E. To do special work for all parts of the Library such as:
  - 1. Mounting photostats back to back with muslin between
  - 2. Mounting, by means of Dry-mount machine, pictures, plates, charts, etc.
  - 3. Making portfolios for old newspapers, posters, etc.
  - 4. Making all signs used in the Library for exhibits and special needs

Policies:

- A. To train workers to understand simple binding techniques and apply them deftly and neatly
- B. To treat each book as a special problem so that nothing will be spoiled
- C. To use materials that are used by regular binders.

1944-1945

1. The first part of the report is devoted to a general survey of the situation in the country.
2. The second part is devoted to a detailed analysis of the economic situation.
3. The third part is devoted to a detailed analysis of the social situation.
4. The fourth part is devoted to a detailed analysis of the political situation.
5. The fifth part is devoted to a detailed analysis of the cultural situation.
6. The sixth part is devoted to a detailed analysis of the international situation.
7. The seventh part is devoted to a detailed analysis of the military situation.
8. The eighth part is devoted to a detailed analysis of the foreign relations.
9. The ninth part is devoted to a detailed analysis of the internal relations.
10. The tenth part is devoted to a detailed analysis of the future prospects.

1946-1947

1948-1949

1. The first part of the report is devoted to a general survey of the situation in the country.
2. The second part is devoted to a detailed analysis of the economic situation.
3. The third part is devoted to a detailed analysis of the social situation.
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8. The eighth part is devoted to a detailed analysis of the foreign relations.
9. The ninth part is devoted to a detailed analysis of the internal relations.
10. The tenth part is devoted to a detailed analysis of the future prospects.

1950-1951

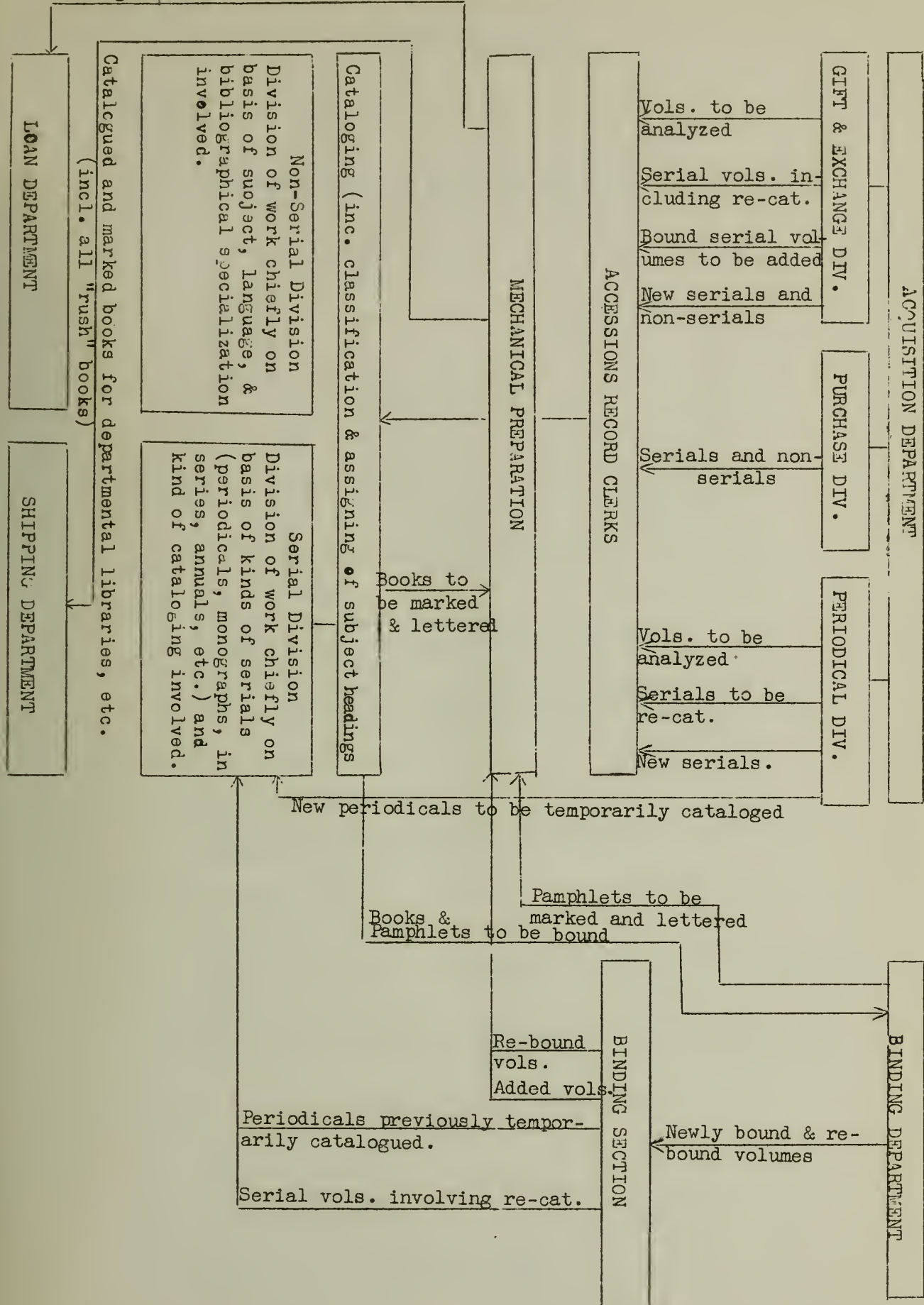
1. The first part of the report is devoted to a general survey of the situation in the country.
2. The second part is devoted to a detailed analysis of the economic situation.
3. The third part is devoted to a detailed analysis of the social situation.
4. The fourth part is devoted to a detailed analysis of the political situation.
5. The fifth part is devoted to a detailed analysis of the cultural situation.
6. The sixth part is devoted to a detailed analysis of the international situation.
7. The seventh part is devoted to a detailed analysis of the military situation.
8. The eighth part is devoted to a detailed analysis of the foreign relations.
9. The ninth part is devoted to a detailed analysis of the internal relations.
10. The tenth part is devoted to a detailed analysis of the future prospects.

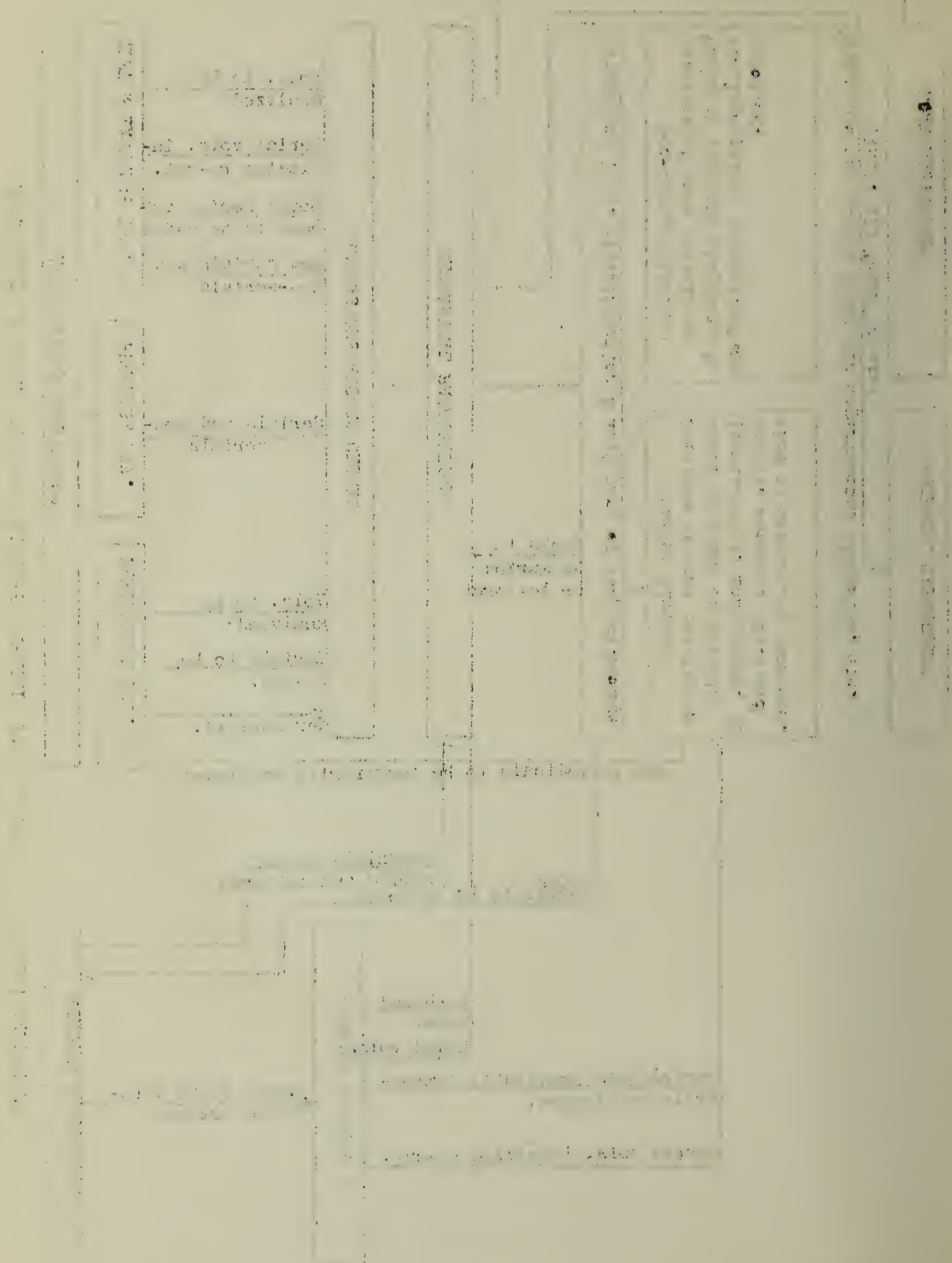


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Catalogued and marked books for main library

FLOW CHART OF BOOKS AND OTHER LIBRARY MATERIALS PASSING THRU THE CATALOG DEPARTMENT





## CATALOG DEPARTMENT

### Receiving, sorting and counting books

1. Counting books for accession statistics
2. Removing order card for filing in current receipts file
3. Sorting books for routing to catalogers

### Mechanical preparation of books

1. Labeling
2. Plating
3. Stamping
4. Marking
5. Lettering pamphlet binders

### Distributing books to catalogers

### Cataloging and classification

(See also Routine of classification and cataloging)

1. Bibliographical description of book
2. Classifying
3. Shelf listing
4. Assigning subject headings
5. Revision of copy slip by catalog revisers
6. Ordering L.C. cards
7. Proof reading the finished catalog entries
8. Making weekly and monthly statistical reports

### Forwarding cataloged books to:

1. Loan department
2. Departmental libraries and offices
3. Binding department

### Card reproduction

1. Multigraphing cards
2. Typing call numbers and headings on printed and multigraphed cards
3. Typing catalog cards
4. Preparing for shipment multigraphed cards for subscribers
5. Making weekly reports of multigraphing and typing

### Maintaining catalogs, shelf lists and other records

1. Union card catalog
2. Main card catalog
3. Public shelf list
4. Official shelf list
5. Current receipts file
6. Subject heading authority file
7. Special card files





## CATALOG DEPARTMENT

### ROUTINE OF CLASSIFICATION AND CATALOGING

1. Write a complete main entry card for each title as a copy slip, except for serials known to be added volumes, for which a brief entry is used.
2. Arrange copy clips alphabetically.
3. Consult catalog and supplement, withdrawing necessary cards for added copies and added volumes.
4. Consult union catalog and supplement for new titles, adding L.C. serial card numbers to copy slips and withdrawing L.C. cards to be kept with copy slip until after revision.
5. Consult such bibliographical authorities as are necessary for each title.
6. Classify and assign subject headings. Verify subject headings.
7. Assign book numbers.
8. Write temporary officials.
9. Consult official shelf list to confirm classification numbers and to see if author or book numbers are duplicates. Notice also if a book number other than the one assigned has already been used for a particular author. File temporary official. (New catalogers should not file official until after revision)
10. Make final comparison of copy slips with books, sign copy slips and place in books to await revision.
11. Finish added copies and added volumes, holding copy slips for report. (This may be done at any time after 3) See also 14 and 15.
12. After revision, correct errors on copy slips and temporary officials.
13. Order L.C. cards.
14. Sign and pencil numbers inside the books. Add call number and location to duplicate order cards. (Allow time for the books to reach their destination, then mail the cards to the professors ordering the books)
15. Send added copies and added volumes to be marked and distributed, as soon as they have been added to the records. After revision, send on all serials, also other books for which cards are ordered by number. Hold books (except serials) for which cards are ordered by author and title until cards come or report is made. Hold books for which cards are to be multigraphed.





16. Send copy slips for serials (except for closed entries) to be typed; send other copy slips for which there are no L.C. cards to the Card Division to be multigraphed. When L.C. cards are received, send them with copy slips for typing of call numbers, subject headings, etc.
17. When proof sheets are received from the Card Division, read proof with the book, not with the copy slip. Indicate corrections in the right hand margin of the proof-sheets, using approved proof-readers' marks. Give them to catalog librarian for final approval. Leave books on desks or trucks arranged according to the segments of proof until after the proof is approved by the catalog librarian, then send books to be marked and distributed.
18. When cards are returned from the typists, revise carefully and make report according to special routine.



## UNIVERSITY OF ILLINOIS LIBRARY SCHOOL

### Progress of a book in the Catalog Department of the University of Illinois Library

(Typical routine for books other than serial publications)

1. Book is received with the order card and, except in the case of books destined for the general library stacks, a slip indicating where the book is to be sent when cataloged.
2. Books are counted for statistical records in the order in which they are received.
3. Order card is then filed in the Current Receipts File, which file constitutes a catalog of the books in process of, or awaiting, cataloging.
4. Books are labelled and stamped with marks of library ownership and then are distributed to catalogers.
5. Book is classified and cataloged, a copy slip being made for each title. The classifying and cataloging processes include the most important bibliographical and technical work done by the cataloger.
6. Copy slip is revised by catalog revisers.
7. Upon revision, cataloger pencils call number in book.
8. Library of Congress catalog cards are ordered if obtainable, otherwise multigraph copy is set up from copy slip and proper number of cards are multigraphed.
9. Call number is lettered on label and book-plate, whereupon the book is placed on a shelf indicating its destination.
10. Typist adds to catalog cards the call number as well as the subject headings and added entries indicated on the copy slip.
11. Completed catalog cards are examined by cataloger before being sent to filers.
12. Order card of cataloged book is removed from Current Receipts File, call number is added, subject headings traced on back and the card, now transformed into an official shelf card, is filed in the Official Shelf List to take the place of the temporary shelf card.
13. Cataloger makes a weekly report giving statistics on number of volumes and titles cataloged, catalog cards made, etc.
14. A monthly summary of these cataloging statistics and a monthly statement relating to accessions furnish the data for the monthly report of the Catalog Librarian.

April 9, 1943

DECLARATION OF INDEPENDENCE

When in the course of human events, it becomes necessary for one people to dissolve the political bands which have connected them with another, and to assume among the powers of the earth, the separate and equal station to which the laws of Nature and of Nature's God entitle them, a decent respect to the opinions of mankind requires that they should declare the causes which impel them to the separation.

We hold these truths to be self-evident, that all men are created equal, that they are endowed by their Creator with certain unalienable Rights, that among these are Life, Liberty and the pursuit of Happiness.

That to secure these rights, Governments are instituted among Men, deriving their just powers from the consent of the governed, — That whenever any Form of Government becomes destructive of these ends, it is the Right of the People to alter or to abolish it, and to institute new Government, laying its foundation on such principles and organizing its powers in such form, as to them shall seem most likely to effect their Safety and Happiness.

Prudence, indeed, will dictate that Governments long established should not be changed for light and transient causes; and accordingly, the experience of the United States has been that the same should not be changed for light and transient causes; and accordingly, the experience of the United States has been that the same should not be changed for light and transient causes.

But when a long train of abuses and usurpations, pursuing invariably the same Object, evinces a design to reduce them to absolute Tyranny, it is their duty to throw off such Government, and to institute new Government, laying its foundation on such principles and organizing its powers in such form, as to them shall seem most likely to effect their Safety and Happiness.

Now, in the second year of the reign of George the Third, the following circumstances have taken place, which have produced a state of mind in the Colonies, which has led to the Declaration of Independence.

1. That the Colonies have been taxed in a manner not warranted by the rights of Englishmen, and that they have refused to pay such taxes.

2. That the Colonies have been taxed in a manner not warranted by the rights of Englishmen, and that they have refused to pay such taxes.

3. That the Colonies have been taxed in a manner not warranted by the rights of Englishmen, and that they have refused to pay such taxes.

4. That the Colonies have been taxed in a manner not warranted by the rights of Englishmen, and that they have refused to pay such taxes.

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8. That the Colonies have been taxed in a manner not warranted by the rights of Englishmen, and that they have refused to pay such taxes.

9. That the Colonies have been taxed in a manner not warranted by the rights of Englishmen, and that they have refused to pay such taxes.

10. That the Colonies have been taxed in a manner not warranted by the rights of Englishmen, and that they have refused to pay such taxes.



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NO 4

EDUCATION, PHILOSOPHY, AND PSYCHOLOGY  
READING ROOM  
123 Library

INFORMATIONAL NOTES

About 10,000 volumes of books, pamphlets, and periodicals for the three fields of Education, Philosophy, and Psychology are included in this collection. It serves as a live, current-interest grouping of materials on the various topics in these fields, and is intended to be chiefly useful in connection with such subjects to graduate students, and to upper classmen in the undergraduate school, as well as to the members of the Faculty. It brings together in a convenient fashion for study many related materials which would otherwise be more difficult of access, and it makes reference work in these specific fields quicker and more efficient.

The type of publications which we receive for these fields comprise reference tools as such, reserve books, bound periodicals, current issues of magazines, many books which may circulate for one-week loans, and pamphlet material, and other unbound items. Much of all of this material must of necessity be of chief importance in this Reading Room because of the important fact, which can never be lost sight of in our reference work, the fact that these three fields are not rich in tools which are designed strictly for reference purposes, and therefore it is necessary to be especially familiar with and to utilize almost the entire collection in connection with research questions.

At the corner of the Desk there is a corner devoted to ready-reference tools such as the Educational directories, the Who's whos, the encyclopedia of educational research, dictionaries of psychology, and of psychiatry, mental measurements yearbooks, a few important bibliographies and registered, etc.

Being the Desk at the East end, are reserve books, shelved alphabetically by author. This takes up a stack and a half. Next to them are shelved current periodicals, alphabetically by title. There are about 550 of these. Then the remaining stacks are devoted to books which circulate for one-week loans. Actually there is a file of U.S. Bulletins of the Office of Education and one of the Yearbooks and of Proceedings of the N.E.A. and of the National Society for the Study of Education which do not circulate outside. In order to avoid confusion these are marked with the capital letter "P" to call attention to non-circulation.

Around the walls, beginning at the West end, are general encyclopedias and some special ones. Also, there is a run of the Contributions to Education of Teachers College, Columbia University, including only the later ones, namely nos. 424-866. From the North Walls around again to the Desk on the South Wall are the bound periodicals. These sets usually include only the later bound volumes, for the earlier ones are kept in the stacks. Three copies, in binders, are kept at the desk, giving call numbers, titles, and exact number of those volumes of each set which are in the Reading Room.

THE UNIVERSITY OF CHICAGO  
LIBRARY

1911

THE UNIVERSITY OF CHICAGO  
LIBRARY  
1911

THE UNIVERSITY OF CHICAGO  
LIBRARY  
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THE UNIVERSITY OF CHICAGO  
LIBRARY  
1911

## Routines

Book titles in the field of education are selected and ordered from this Reading Room. In the fields of Philosophy and of Psychology they are selected and ordered by the faculty members of those departments. Duplicates of the order cards for those books which we order here are kept in our order file. When books arrive they are checked in the file. A shelf card and a desk index card is made for each. A temporary author card is made for the catalog until a regular one comes down later from the Catalog Department.

The catalog here is in a state of revision recently begun and greatly needed -- inasmuch as all recent books have only an author card, and lack of either title or subject much delays our service.

After the cards are filed each book receives a tag showing that it belongs to "123 Library". If the book is for reserve use immediately a grey book card is made for it, and it is ready for the reserve shelf. If it is a one-week loan book, it receives a green book card, and is put on the one-week shelves. Bound volumes of the periodicals do not circulate for outside use and are, therefore, not given book cards.

Periodicals as they are received are checked on our card record list and placed upon the current periodical shelves, or on the rack on the table in the center of the Reading Room. At convenient times during the year the shelves are checked for complete volumes and if ready these are placed in proper order and forwarded to the Binding Department. Each volume thus sent is charged on a slip and checked with this at the time of the volumes return in bound form.

At the Desk there is a tray containing the list of books on Reserve. The cards in this list are filed alphabetically, as are the books on the shelves. This, we think, after a trial of this system since January first, is more expeditious for both old and new assistants. At the Desk also, but underneath is kept an index or finding list by author of all the titles within the Reading Room besides those listed in the Reserve list. A shelf list in three trays is also kept there at hand. Reserve Lists by courses are kept in typed form in pamphlet binders, also for ready reference.

Lists of newly received publications are issued from time to time. Reading lists on appropriate subjects are also issued at irregular intervals. Displays of new books are offered, and exhibits in connection with the subjects of the three specific fields.

Efforts have been made for some time, and are being continued, to specialize in Course of Study and in Tests for both education and for psychology. A recent attempt to make the tests more easily available by putting them in vertical files is hampered by lack of obtaining steel files on account of war priorities. Tests are now no longer to be cataloged. They are to be subject-headed, and eventually placed in alphabetical order. There is now a subject-index in card form, in the catalog drawers. There is also a subject-list of a similar nature for the courses of study, and for the valuable and difficult-to-use Loyola Digest in the field of education.





One drawer of the present vertical file is given over to current **informational** uses. There is also a card list kept of current reference to periodical material before these appear in published indexes, and a list of answers to constantly recurring reference questions.



The report of the General Assembly of the United Nations  
concerning the situation in the Middle East, dated 1948, is  
attached for your information. It contains a detailed account  
of the events leading up to the establishment of the State of Israel  
and a list of recommendations for the settlement of the problem.

C  
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no. 5

## Library Administration Functioning

through the Office of the Director

### I. Building

Building custodianship carries responsibility for supervision of maintenance and repairs. Expense of building maintenance is borne by Physical Plant, equipment maintenance by Library.

1. Request and supervise building service
  - a. Physical Plant regularly inspects heat, lighting, roofs, elevators, fire protection, also follows regular schedule for painting, washing walls, etc.
2. Responsible for maintenance and repair of all library equipment, i.e. book conveyors, pneumatic tubes system, office furniture, fans, etc.
3. Supervises elevator service provided by Physical Plant

### II. Library Finance and Business Operations

1. Cooperation with Business Office in its financial and business procedures
  - a. Requisition supplies, equipment and printed forms upon requests of department heads
    1. Check purchase orders and report receipt of all materials
    2. Approve vouchers for payment
  - b. Check monthly appropriation sheets from Business Office (Bookkeeping records kept by Acquisition Department)
  - c. Deposit with cashier all cash received for business transactions
  - d. Maintain express petty cash fund
  - e. Prepare monthly payroll and keep necessary payroll records for 150 student employees
2. Assemble and distribute supplies semi-weekly to all campus libraries
3. Supervise distribution of University and United States daily mail within building
4. Approve building keys for issue through Physical Plant. Maintain necessary key records.

### III. Personnel

1. Employment
  - a. Students (including all part time employees): Certified by campus employment office and appointed by Assistant University Librarian (Personnel) subject to approval of Director
  - b. Clerical: Certified by Civil Service Secretary and appointed by Assistant University Librarian (Personnel) subject to approval of Director
  - c. Professional: Qualifications of prospective appointees investigated by Assistant University Librarian. Appointments recommended by Director. Appointments made by University appointing officer subject to approval of Board of Trustees
2. Supervision of staff during period of employment, leaves, resignations, etc.



3. Maintain personnel records for all employees

#### IV. Coordination and Supervision of Library Organization and the Program of the Library

1. Staff meetings
2. Conferences with executive assistants and department heads
3. Conferences with staff members

#### V. University

1. Coordination of University program with the program of the University through the President, the University Council, the University Senate, the Senate Library Committee
2. Compilation of statistics interpreting the work of the library in its relation to the University
3. Preparation of annual and biennial reports

#### VI. Library Profession

1. Participation in library organizations (various members of staff)
  - a. Local organization
  - b. Illinois Library Association
  - c. Cooperation with Illinois State Library
  - d. American Library Association and affiliated organizations
  - e. Association of Research Libraries
2. Cooperation in activities sponsored by professional associations and other library groups
3. Preparation of statistics and reports for use of professional associations

#### VII. The Public

1. Cooperation with members of faculty and visitors
2. Relations with donors and prospective donors
3. Public information about the library and the rest of the University
  - a. Tours of the library for visitors, out of town organizations and groups of high school students
  - b. Information center for entire University

#### VIII. Policies

1. Library an implement of the educational program
2. Centralized library administration
3. Decentralized service
4. Cohesive library organization with strong leadership at top: The Director's Office not a separate department but the nerve center of a live smoothly constructed system in which each part, especially the Director's Office, serves the whole
5. Small span of control with heavy duties delegated and with executive assistants reporting on the way these duties are being discharged





C  
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no. 6

## LOAN DEPARTMENT

Services and operations.

### I. Dispensation of information.

- A. Questions pertaining to Loan Department and its operations
- B. Directional questions, e.g. location of Commerce Reading Room
- C. Ordinary questions concerning catalog
- D. More complicated informational and reference questions referred to Reference Department or Information Desk.

#### Policies

1. Give all information possible with the use of tools at hand
2. Do not divulge name of person having material charged out (exceptions made to faculty members)
3. Do not do extensive reference work. (possible exceptions)
4. Refer to information desk when desired.

### II. Circulation of books, periodicals, etc.

#### A. Undergraduate

1. Request received at Loan Desk
2. Call slip checked in location file
3. Call slip routed to stacks or returned to students with location marked.
4. Book is sent from stacks or
5. Book is reported not in
6. Book is charged to student
  - a. For use in the building
  - b. For home use (2 weeks)
- ( 7. Information is given as to the location of the book
8. Charges are duplicated
9. Original charge is filed in location file
10. First duplicate is filed in date due file
11. Second duplicate is filed in personal file
12. When the book is returned it is discharged by the removal and destruction of all three charge slips
13. When a student withdraws from the University he must have a clearance paper signed by the Loan Librarian.

#### Policies

1. Circulate for two weeks all material not restricted.
2. Restricted material for use in building only (possible exceptions): (a) Serials; (b) Government documents (Federal, State, Local, Foreign); (c) Limited editions; (d) Books printed before 1900 (numerous exceptions); (e) Material in special collections; (f) Material charged to cubicles
3. Restricted material, not for undergraduates.
  - (a) Theses (possible exceptions); (b) Vault material;
  - (c) Closed stacks (possible exception)

1. General Index

1. General Index
2. General Index
3. General Index
4. General Index
5. General Index
6. General Index
7. General Index
8. General Index
9. General Index
10. General Index

11. General Index
12. General Index
13. General Index
14. General Index
15. General Index
16. General Index
17. General Index
18. General Index
19. General Index
20. General Index

2. Special Index

1. Special Index
2. Special Index
3. Special Index
4. Special Index
5. Special Index
6. Special Index
7. Special Index
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10. Special Index
11. Special Index
12. Special Index
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14. Special Index
15. Special Index
16. Special Index
17. Special Index
18. Special Index
19. Special Index
20. Special Index

3. Subject Index

1. Subject Index
2. Subject Index
3. Subject Index
4. Subject Index
5. Subject Index
6. Subject Index
7. Subject Index
8. Subject Index
9. Subject Index
10. Subject Index
11. Subject Index
12. Subject Index
13. Subject Index
14. Subject Index
15. Subject Index
16. Subject Index
17. Subject Index
18. Subject Index
19. Subject Index
20. Subject Index

B. Graduate

[Circulation to graduate students is differentiated from circulation to undergraduates by these characteristics.

- (1) The graduate student has access to the book stack,
- (2) and has greater freedom in the use of restricted materials]

1. If requests are handed to a staff member at the Loan Desk the routine is the same as for the undergraduate, but more often they are handled as follows:
2. Graduate students, having access to stacks go there to locate material
3. Having found desired materials they charge them at the Loan Desk or to cubicle
4. When problems are encountered the call slip is handed to a staff member who attempts to locate material following routine under (A) with addition of personal search in stacks and checking of public shelf list, if needed.
5. Charges are duplicated (2 duplicates).
6. Original charge filed in location file
7. First duplicate filed in date due file
8. Second duplicate filed in personal file
9. When returned, books are discharged by the removal and destruction of all three slips
10. When withdrawing from the University, the student must have a clearance paper signed by the Loan Librarian.

C. Faculty

[Circulation to faculty follows routine (B) through (4)]

5. Charges are duplicated ( 1 duplicate)
6. Original charge filed in location file
7. Duplicate is filed in personal file (Note: no date due file is kept for the faculty except for restricted material. For such material a date file is kept with the charges marked with a red date for date of charge)
8. When returned, books are discharged by the removal and destruction of all slips pertaining to the books
9. Faculty members are sent an annual notice requesting them to return all books before the end of the school year

Policies

1. Faculty have "unlimited" privileges in point of time, number of books withdrawn, and in use of material
2. Loan Department prefers to have restricted material returned after two weeks, but no enforcement is attempted.

D. Interdepartmental Circulation (within main building)

1. Distribution

a. New material

- (1) Location marked in Catalog Department
- (2) Books charged at Loan Desk
- (3) Routing slips inserted
- (4) Books placed on shipping shelf





- b. Stack material
  - (1) Departmental librarian locates material in stacks
  - (2) Books charged at Loan Desk
- c. Material recalled, saved, etc.
  - (1) Request is noted on charge slip in location file
  - (2) When book is discharged, a charge is made to departmental library.
  - (3) Routing slip inserted
  - (4) Book placed on shipping shelf for delivery.
- 2. Records

All materials in departmental libraries within the main building are charged in the location file
- 3. Discharging of returned materials

Before returned materials are sent to the stacks, the charge is removed from the location file

#### Policies

- 1. Departmental librarian determines material to be used
- 2. Bound periodicals are not to be placed on reserve for class use
- 3. Loan Department extends cooperation to all departments requesting that all material be charged

#### E. Miscellaneous Services in relation to circulation.

- 1. Upon request, a book in circulation may be reserved for a student or faculty member. When the book is returned it is marked for the person who has requested it, placed on a "hold" shelf and a notification form is mailed.
- 2. A regular check is made of the date due file and form notices are sent to students who have books three days overdue
- 3. Fines
  - a. 2¢ a day for regularly circulating books when overdue
  - b. 25¢ a day for restricted material taken from the building

#### III. Stack operation and maintenance

- A. Page service and shelving
  - 1. Page service maintained 14 hours daily on a minimum of two levels
  - 2. Shelving time and personnel sufficient to keep materials reshelfed under normal load

#### Policies

- 1. Do all in the power and ability of the pages to give all service requested.
- 2. To maintain a high level of efficiency as represented by quick service and a regular and accurate reshelfing program
- 3. It is a goal to keep the stacks in such order that a minimum of difficulty will be experienced in locating library materials.



1. The first part of the paper is devoted to a general discussion of the problem of the origin of life. It is shown that the problem is one of the most important and most difficult in the history of science.

2. The second part of the paper is devoted to a detailed discussion of the various theories of the origin of life. It is shown that the most plausible theory is that of the spontaneous generation of life from non-living matter.

3. The third part of the paper is devoted to a discussion of the evidence in favor of the spontaneous generation of life. It is shown that the evidence is very strong and that the spontaneous generation of life is a fact.

4. The fourth part of the paper is devoted to a discussion of the various objections to the spontaneous generation of life. It is shown that the objections are not valid and that the spontaneous generation of life is a fact.

5. The fifth part of the paper is devoted to a discussion of the various theories of the origin of life. It is shown that the most plausible theory is that of the spontaneous generation of life from non-living matter.

6. The sixth part of the paper is devoted to a discussion of the evidence in favor of the spontaneous generation of life. It is shown that the evidence is very strong and that the spontaneous generation of life is a fact.

7. The seventh part of the paper is devoted to a discussion of the various objections to the spontaneous generation of life. It is shown that the objections are not valid and that the spontaneous generation of life is a fact.

8. The eighth part of the paper is devoted to a discussion of the various theories of the origin of life. It is shown that the most plausible theory is that of the spontaneous generation of life from non-living matter.

B. Special collections under jurisdiction of Loan Department

1. Illinois collection
2. Closed stacks (restricted circulation)
3. Theses
4. College catalogs
5. Vaults
6. Miscellaneous uncataloged collections
  - a. Supply catalogs
  - b. Text-book collection
  - c. Foreign dissertations in field of classics
  - d. United States Congressional Committee Hearings

C. Cubicles

1. Assigned upon application to properly qualified graduate students and faculty by Loan Librarian
2. Serviced by stack force
  - a. Patron charges books on form furnished
  - b. Cubicle attendant checks each cubicle daily, collecting charges and gathering books to be reshelfed
  - c. Charges copied and filed at Loan Desk
    - (1) original charge in location file
    - (2) duplicate charge in personal file
  - d. Books discharged by removal of both charges and return of original charge to cubicle
  - e. No time limit is set, but if book is requested it may be borrowed from the cubicle for use in the building

Policies

1. Cubicles are assigned in relation to need and availability
2. In case of question the applicant doing the most important work is assigned the cubicle
3. Generally speaking open cubicles are assigned to thesis writers when candidates for the Master's degree, closed cubicles to Ph.D. candidates and faculty.

D. Inspection and charging desk maintained at entrance to stacks

E. Inventory. "Perpetual inventory" maintained

1. Read shelves with shelf list
2. Check books not on shelf with Loan Desk files
3. Make records of books not on shelf nor in Loan Desk files
4. Stacks re-checked for missing volumes
5. Campus and departmental libraries checked for books missing from stacks
6. Stacks again re-checked and
7. Missing file made up of charges for books found "missing in inventory".
8. Statistical report turned in to Loan Librarian.

1. The first part of the report is devoted to a general description of the project and its objectives. It also includes a brief review of the literature on the subject.

2. The second part of the report describes the methodology used in the study. This includes a detailed description of the experimental design, the subjects, and the procedures used to collect and analyze the data.

3. The third part of the report presents the results of the study. This includes a description of the data, a summary of the findings, and a discussion of the implications of the results.

4. The fourth part of the report is a conclusion. It summarizes the main findings of the study and discusses the limitations of the study.

5. The fifth part of the report is a bibliography. It lists all the sources used in the study.

6. The sixth part of the report is an appendix. It contains supplementary material that is not included in the main text of the report.

7. The seventh part of the report is a list of figures. It provides a brief description of each figure and its location in the report.

8. The eighth part of the report is a list of tables. It provides a brief description of each table and its location in the report.

9. The ninth part of the report is a list of abbreviations. It provides a brief description of each abbreviation and its location in the report.

10. The tenth part of the report is a list of symbols. It provides a brief description of each symbol and its location in the report.

11. The eleventh part of the report is a list of references. It lists all the sources used in the study.

12. The twelfth part of the report is a list of acknowledgments. It acknowledges the contributions of all those who helped in the study.

13. The thirteenth part of the report is a list of appendices. It lists all the supplementary material included in the report.

14. The fourteenth part of the report is a list of figures. It provides a brief description of each figure and its location in the report.

15. The fifteenth part of the report is a list of tables. It provides a brief description of each table and its location in the report.

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17. The seventeenth part of the report is a list of symbols. It provides a brief description of each symbol and its location in the report.

18. The eighteenth part of the report is a list of references. It lists all the sources used in the study.

19. The nineteenth part of the report is a list of acknowledgments. It acknowledges the contributions of all those who helped in the study.

20. The twentieth part of the report is a list of appendices. It lists all the supplementary material included in the report.

#### IV. Inter-Library Loans

##### A. Lending

1. Titles requested are looked up in Card Catalog
2. Those titles not located are verified or identified through bibliographical and reference tools
3. Books brought from stacks, and seminars called for those in outside libraries
4. Call numbers for books not found checked for location (Shelf list, Periodical Division, Exchange Division, in official shelf list, etc.)
5. Verify references in books to be sent
6. Prepare material for typist
7. Prepare books for shipping
8. Cards or letters telling book is sent or reason not sent mailed after noting amount of postage
9. Call slips filed in Loan Desk file
10. Letters filed in current file
11. Acknowledgement of receipt of books clipped to these letters
12. Refunded postage checked with amount due and turned into main office
13. Renewal cards sent when renewals are requested

##### B. Returning

1. Books discharged from Loan Desk circulation file
2. Acknowledging receipt cards sent
3. Letters filed in permanent file
4. Note sent for postage due if it has not been refunded previously

##### C. Photostats and Microfilms

1. Titles looked up and checked as for regular loans
2. Books and request taken to Photographic Department or given to Mr. Warrick for filming

##### D. Statistics

1. Titles and letters counted daily
2. Books loaned counted daily
3. Number of pages of photostats or microfilm frames counted daily

#### Policies

1. Most books not in use may be loaned to libraries and sometimes to individuals in communities where there is no library
2. Books are loaned for research work, not for general reading
3. Books are not loaned for classroom use, debating societies, or similar purposes. Those requesting books for other purposes besides research should be referred to the Illinois State Library Extension Division, Springfield, Illinois
4. Unless it is necessary to limit the loan, books are loaned for two weeks, subject to renewal
5. The borrower is responsible for transportation charges both ways, and for any loss or damage caused while book is on loan or in transit



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6. Manuscript theses written before 1933 are not available for loan since there is only one copy. Borrowers of duplicate copies of theses written after 1933 are requested to sign sheet inside title pages
7. Some books because of their value are restricted to use within the building of the borrowing library
8. As a rule the University of Illinois Library does not check long lists of books so borrower may know if they are in the Library

#### V. Extra-mural circulation

- A. Receive lists of books from instructors (usually in person, sometimes by mail), which they wish sent to the places where courses are to be taught
- B. Write letters to the librarians at the centers where courses are to be taught asking permission to house the collection in their library for the semester, if extramural courses have not been taught in that community before, or recently. If the library has accepted books the previous semester, the letter (see point four) containing the list of books being sent is mailed before shipping the collection
- C. Collecting and sending books
  1. Take cards of books requested from extra-mural catalog (arranged alphabetically by author, since instructor's lists are thus arranged)
  2. Collect books agreeing with cards from extra-mural collection and group on separate shelf. (Student assistant does this)
  3. Check main library card catalog for titles not found in extra-mural collection to obtain call numbers, and to find number of copies Library has, and which copies are in departmental libraries
  4. Check Loan Desk charge files to find location of copies
  5. Collect available books from main stacks, or reserve rooms (if they are not in demand for the semester)
  6. Make author card and charge for each book borrowed from places other than extra-mural collection
  7. Collect all books for each center on separate shelf, recheck with extra-mural author cards to make sure call numbers, volume and copy numbers agree, count books, and estimate value
  8. Make out shipping tags and instructions for Shipping Department, and call them to pick up books
  9. Record course number, instructor's name, place sent, and date sent, and after cards have been typed, file cards in "Books sent" file
- D. Write letters to libraries or schools that are housing the books, giving instructions for lending to students. Have letter and list of books being sent typed and mailed. Two carbons of each list are typed and one carbon of letter. One carbon of list and of letter is kept on file near extra-mural collection and one carbon of list is sent to the instructor

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- E. A list of books the instructor has requested but which the Library cannot supply is sent to the instructor, along with the list of books that have been sent (See D)
- F. Receiving new books which have been ordered by the instructor through the Extension Division office and the Acquisition Department of Library
  - 1. Take books to extra-mural collection room, write author cards for extra-mural collection file, (call number, author, titles, instructor's name, and for which course purchased)
  - 2. Follow procedure listed in C and D above
- G. Books returned from centers at end of semester
  - 1. Cards are usually sent about time of final examinations in courses to libraries housing books, asking that books be returned, and sometimes by what method they should be shipped
  - 2. Books are brought to extra-mural room by Shipping Department. Student assistant unpacks books. Books are checked with extra-mural author cards to see that all are returned
  - 3. Books shelved by student assistant in general extra-mural collection (arranged by call number) unless they are to be sent out immediately to another center
  - 4. Libraries where books have been housed are sent a notice of their return, and informed of any books not returned
  - 5. Names and addresses of students who have not returned books are secured and written to, requesting that books be returned directly to University Library

#### Policies

- 1. To maintain a collection of books which are used exclusively for extra-mural courses
- 2. To provide books from the extramural collection, and main Library stacks for each semester to centers for students enrolled in the extra-mural courses
- 3. To keep a record of all books sent out for extra-mural courses; of books still in collection, of books borrowed from other sources, of lists of books from instructors and correspondence between centers where books are sent and this Library
- 4. To inform instructors immediately upon their request for books, of books not available for extra-mural courses from the Library, and to inform them of books which can be sent



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## VI. Reserve Book Rooms

### A. Putting Books on Reserve

1. Letters to instructors several weeks before the beginning of each semester
2. Books collected from stacks and charged at loan desk
3. Records in reserve rooms: (a) Shelf list: (b) Author file on cards; (c) Course file, by author, on cards; (d) Course lists in loose-leaf notebooks for use of students
4. Red tags to indicate location of books
5. Book card for each book
6. Books arranged on shelves by call number

#### Policies

- a. Books put on reserve at request of instructors
- b. Books for established courses put on reserve automatically when course is offered
- c. In North Reserve most books kept on reserve permanently

### B. Service to Readers

1. Books requested by author and title
2. Each book signed for on separate card
3. One book used at a time except in special cases
4. Circulation for overnight only, from 9 P.M. to 9 A.M.

#### Policies

- a. In spite of present set-up for requests by author and title, many calls for material by subject filled where possible
- b. Primary aim quick, efficient service
- c. Due to accessibility of reserve rooms many questions for general information received. Answered when possible or referred to proper authority

### C. Ordering Books

1. Order cards filled out as completely as possible
2. Duplicate order card kept on file in reserve room office
3. Notice sent to faculty member requesting book when the book is received

#### Policies

- a. New books ordered only at request of instructors
- b. New editions or additional copies ordered at discretion of person in charge of reserve rooms or at request of instructors
- c. Replacements approved by head of Loan Department

### D. Binding

1. Binding, as a rule, sent "Rush"
2. Periodicals kept permanently in reserve rooms bound when volume is completed

### E. Statistics

1. Overnight: cards counted by first person on duty in the morning
2. Use in room: cards for books being used counted each period at the half hour
3. Attendance: people studying in rooms counted each period at the half hour



## VII. 7-Day Book Room

Purpose: To offer an open-shelf, circulating collection of fiction and nonfiction for Freshmen Rhetoric and Physical Education

### A. Book selection

1. Freshmen Rhetoric collection. Selected by committee of seven Freshmen Rhetoric instructors, with suggestions from librarian
  - a. New and old bibliographical tools examined by librarian for suitable titles not already in collection
  - b. Record of student requests for books not in collection kept and taken into consideration
  - c. List of librarian's suggestions, with bibliographical data for each title, given to chairman of Committee
  - d. Approved titles returned to librarian by chairman along with original suggestions from Committee
  - e. Orders made out and placed by librarian
2. Physical Education collection. Selected by head librarian of North Reserve and librarian of 7-Day Book Room
  - a. Various bibliographical tools examined by librarians and all titles relating to Physical Education listed
  - b. Orders placed for all titles found, and list of orders sent to Physical Education department

### B. Service

1. Trained librarian always on hand to make suggestions and otherwise help students
2. Annotated author catalog and subject lists of books made available for student use
3. Planned book displays used as a form of reading guidance
4. Reserves made for student when desired book is in circulation

### C. Circulation

1. Seven-day loans subject to renewal if book has not been reserved. (Theoretically use of room is limited to Freshmen, but when books are unavailable elsewhere upper-classmen may withdraw them. Other exceptions made at librarian's discretion.)

### D. Routines (Simplified as much as possible so that librarian may spend time on service.)

1. Hourly attendance checked
2. Overdues sent out
3. Worn books sent to bindery
4. New books annotated
5. Records kept
  - a. Shelf list
  - b. Author list (for librarian's use)
  - c. Author list (for student use)



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## VIII. Newspaper Division

### A. Selection of newspapers

Selection is made with the approval of the Director of the Library. Illinois newspapers are selected to represent all sections of the state. All except a few of the large Illinois dailies are sent free with the understanding that they are to be used for reference and research. The Library does not attempt to collect many general newspapers from other states.

### B. Preparation of Newspapers for Binding

1. Sorting and shelving current newspapers
2. Checking for missing issues
3. Claiming missing issues
4. Mending
5. Collating
6. Policies. All newspapers received regularly are bound. Incomplete files are wrapped, and occasional issues are placed in portfolios according to date. The preparation of newspapers for binding is done by student assistants (claiming is done by the staff member in charge).

### C. Informational and Reference Services

1. Holdings of the Library
  - a. Of particular types of material
  - b. Of a particular title
  - c. For a particular period
2. Compilation of lists of current holdings, special types of material, etc.

### Policies.

Information is given by telephone (within the university), by mail, and in person to individuals and to other departments of the Library. Faculty members of the rank of Instructor or above are admitted to the division without a permit. Others must have a permit from the Director's office. Undergraduates may use material in the Reference Room under the supervision of the Reference Department, but are not admitted to the Newspaper Division except in special cases.

### D. Maintenance of Newspaper catalog and other records.

1. Card Catalog. The Newspaper catalog is arranged by place: first, by country (or state, if United States); second, by city. Cards are then filed alphabetically by title.
2. Indexes to the Newspaper catalog  
A title index, a language index, and a chronological index are maintained on cards. The chronological index shows the holdings of every title for each year.

### E. Special Collections

1. American foreign language papers
2. Civilian Conservation Corps papers
3. Publications of military posts and camps

THE UNIVERSITY OF CHICAGO  
DIVISION OF THE PHYSICAL SCIENCES  
DEPARTMENT OF CHEMISTRY  
540 SOUTH EAST ASIAN BUILDING  
CHICAGO, ILLINOIS 60607-7070  
TEL: 773-936-5000  
FAX: 773-936-5000

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## REFERENCE DEPARTMENT

### Assistance to users of the library

1. At the Reference Desk
  - Help in locating specific information
  - Instruction in the use of library tools
  - Suggesting methods of research
  - Answering questions received by telephone
2. At the Information Desk
  - Help in using the card catalog
  - Suggesting departments of the library other other campus departments to which inquirer should go for answers to his questions
  - Interpreting library rules and regulations
  - Other assistance similar to that given at Reference Desk

### Policies

The assistance given is commensurate with the apparent needs of the inquirer. Emphasis is on helping the reader help himself, but for the President of the University and other busy officials the specific information is carefully collected and sometimes delivered to the office.

The Reference Department cooperates with other departments of the library in searching for information for the public and assists members of other departments working on difficult or unusual problems by offering suggestions and advice for further research where the usual sources of information have failed.

While one staff member assumes the responsibility of seeing that a particular reference problem is completed, several members often cooperate in the search.

Reference questions are treated as confidential.

When inquiries by telephone are answered the interpretation of information is avoided as much as possible and the inquirer is urged to come to the library to consult the material.

### Interlibrary loan service

1. Borrowing materials from other libraries for the use of our faculty and graduate students and the State Survey staffs or purchasing films and photostats of articles in books and periodicals as a substitute for the loan of materials.
  - (1) References requested are verified and full bibliographical information supplied by consultation of Union Serial List, union card catalog, and other bibliographical tools.
  - (2) University of Illinois card catalog and records of uncataloged material are checked to make sure the publication is not already here.
  - (3) Decision is made as to which library is most likely to have the publication requested and a form letter of request is dispatched.



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- (4) Books received on loan are carefully checked with the references, prepared for use of the borrower, and prepared for return to the lending library when he is through with it.
- (5) Records are kept of letters written, of receipt and return of books, etc., on a special application form.
- (6) Statistics of borrowings are recorded for use in the annual report.

#### Policies

Every effort is made to conform to the Inter-library Loan Code of the American Library Association. For example, requests for loans are restricted to requests for faculty members for their own investigations and for graduate students for their dissertations. In general, only those publications are requested which cannot be purchased. References are given as fully and exactly as possible to avoid putting the lending library to any unnecessary trouble in searching. The conditions of use set by the lending library are carefully observed.

2. Cooperation in the Union Catalog project maintained by the Library of Congress as an aid to interlibrary loan service. A weekly list of publications needed by scholars and research workers at various institutions is checked to determine University of Illinois holdings.
  - (1) Each publication is searched for under every possible entry in the University of Illinois catalog and its supplement, in the current receipts file, and in such special collections as might likely include them.
  - (2) Publications found in this library are examined by the reference librarian to make sure they are available for interlibrary loan.
  - (3) The entries are copied in duplicate on P slips, one copy being held at the Reference Desk and the other being sent to the Loan Librarian for her information in case a request for the loan of the publication is later received.

#### Book selection

1. For the reference collection
2. For the general library collection
  - (1) Publisher's announcements and book lists and book reviewing periodicals, such as, ALA Booklist, Publisher's Weekly, Technical Book Review Index, Public Affairs Information Service Bulletin, Vertical File Service, Subscription Books Bulletin, Saturday Review of Literature, etc. are regularly examined and checked.
  - (2) Order cards are made out in duplicate indicating whether the publication is desired for the reference collection or for the stacks. The duplicate is held in an "Orders out" file at the Reference Desk when the original is dispatched to the Acquisitions Department.

#### Policies

Books and other materials likely to be of frequent use for reference purposes are selected for the reference collection while others are designated for the stack collection.

The highly specialized sets are ordered for the reference collection only if they seem likely to be of value in general reference work.





### Reference service by correspondence

Letters from college and high school students, faculty members, librarians, business firms and others involving reference work.

#### Policies

Replies to inquiries for material for clubs, debates and undergraduate papers include a few references to the best material and the suggestion is made that the books referred to may be obtained from the Library Extension Division of the State Library or the local library if the person is a resident of a large city. Occasionally short articles are copied, e.g. Who's Who in America.

An effort is made to give as much help as possible if the request does not require a great deal of time.

### Bibliographies are made for

1. Subjects where considerable work has been done and it seems best to record findings.
2. Short cuts to scattered information.
3. Subjects on which little material is quickly accessible, in anticipation of requests.
4. Other purposes when the need and subject matter justify the time spent.

### Vertical file of uncataloged material

Maintained primarily for quick reference, including pamphlets, newspaper clippings, bibliographies, unbound British government documents, preliminary unbound Census publications, etc. Many materials are selected from the Vertical File Service Bulletin, Monthly Catalog of U.S. government documents and similar lists. The New York Times is clipped regularly and local papers occasionally.

#### Policies

The file is kept as up to date and usable as possible, being culled from time to time of material no longer needed, its main purpose being to provide information before it is available in more permanent form.

### Statistics of circulation, attendance, size of reference collection, additions, etc. are taken.

Daily records are kept on a special form for each month showing circulation of materials for overnight use and for use in the library of books, periodicals, newspapers, and vertical file material. These forms are turned over to the Librarian's office for incorporation in the general circulation statistics for the whole library. Statistics showing hourly attendance in the Reading Room are usually taken for ten-day periods during each semester.

### Maintenance and supervision of the reference collection and Reading Room

1. Arrangement of books and other materials in the way in which experience indicates they will be most useful; e.g. books most frequently needed for quick reference or those most likely to disappear if kept on open shelves are kept at the Reference Desk.





2. Records of the reference collection are maintained in the form of a shelf list and an author catalog.  
As new books are received a temporary author and shelf card are made for the records until permanent cards are received from the Catalog Department. The book is examined for subject entries for the whole or parts of the book and cards are made for insertion in the Information Index. Continuations are checked on shelf cards.
3. An Information Index, a Drama Index, and similar card lists are maintained as aids to the location of material not readily found through the card catalog or through printed guides.
4. A collection of current periodicals most in demand for general reading and a smaller selection of bound periodicals most frequently needed in using the magazine indexes is kept in the Reading Room.
5. A semi-annual inventory of the reference collection is taken. Missing volumes are listed as well as being noted on the shelf list and replacements are made as circumstances seem to justify.
6. Books in need of binding are culled from the reference collection from time to time. Unbound periodicals kept in the Reading Room are sent to binding when all issues making up a volume have been received. Charges to the Binding Department for this material are kept at the Reference Desk and checked off as the volumes are returned.
7. Supervision of readers in the Reading Room is the immediate responsibility of the staff members on Desk duty, but all members cooperate at all times in maintaining order and quiet.

#### Teaching

1. Lectures to Library School classes are given by the Reference Librarians.
2. Classes in Library Science 12, a course in the use of the library for freshmen and sophomores, are taught by members of the staff.
3. Information instruction in the use of the library is given to readers in the course of general reference work.

Annual report on the work of the Reference Department is compiled

#### General reading shelf

Interesting new books from the stack collection is kept on the Reference Desk, being changed every two weeks.











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